



HIGH-LEVEL POLITICAL FORUM ON SUSTAINABLE DEVELOPMENT

Frequently Asked Questions for participating organizations of the Civil Society FfD Group

The 2018 High Level Political Forum on Sustainable Development (HLPF) will be held at UNHQ in New York from 9 to 18 July 2018 under the auspices of the Economic and Social Council. The theme for the session will be Transformation towards sustainable and resilient societies. More information, including the draft programme, is available at:

<https://sustainabledevelopment.un.org/hlpf/2018>

Stakeholder engagement within the HLPF is organized through the Major Group and other Stakeholders (MGoS) Coordination Mechanism (CM). The [Civil Society Financing for Development \(FfD\) Group](#), given its role within the FfD process as well as MoI/SDG17 process, is one of the active constituencies of the MGoS and maintains a regular seat in the MGoS CM Steering Group (SG).

This document, initially compiled by the NGO Major Group and then adapted to the Civil Society FfD Group, provides information to address the following questions:

1. How can I participate at the HLPF?
 - a. Register as an attendee from an organization with ECOSOC or CSD status;
 - b. Register as an attendee from an organization without ECOSOC status (through the MGoS);
 - c. Apply to participate as an expert speaker;
2. How can I get funding to attend the HLPF?
3. How can I be part of Major Groups and other Stakeholders' participation to the HLPF?
 - a. Join the MGoS Coordination Mechanism
 - b. Join the HLPF Task Teams of the HLPF CM
 - c. Join the HLPF Task Team of the Civil Society FfD Group and/or other constituencies

1. How can I participate at the HLPF?

As an attendee from an organization with ECOSOC or CSD status

Representatives from Major Groups and other Stakeholders interested in participating in the HLPF must be affiliated with properly accredited non-governmental organizations, in accordance with ECOSOC resolution 1996/31 governing the consultative relationship between the United Nations and non-governmental organizations. Those NGOs having **consultative status with ECOSOC** and those on the **CSD Roster** are eligible to register their representatives online. Here the step-by-step process to complete the HLPF registration:

1. Create an Indico account at <https://reg.unog.ch/>
Please see the quick guide for instructions on how to create your account in Indico [here](#).
DESA recently hosted a webinar on INDICO. The recording can be viewed [here](#).
The PDF of the slide presentation can be found [here](#).
Indico FAQ are [here](#).

2. Ensure your organization has designated at least one **Conference Focal Point** who will be able to review and approve participants registering under their organizations' name. Please note that Conference Focal Point designations take up to a week to be reflected in the system.
Please see the guide on how to designate Conference Focal Points [here](#).
3. Register by filling in the form at bit.ly/HLPF2018 **by 15 June 2018**.
4. Request groundspasses to attend the HLPF, through [iCSO](#), as soon as possible and **no later than 29 June 2018**. Organizations that are in consultative status with ECOSOC can request up to 9 temporary grounds passes at a time, in addition to 7 annual grounds passes. Organizations on the CSD Roster do not have access to the grounds pass request system and will receive separate instructions from the Secretariat after 15 June 2018.
5. Pick up your groundspass at the UN Pass and ID office upon arrival in New York for the HLPF. Details, timing of the office's opening, etc. will be shared by UN DESA upon confirmation of registration.

As an attendee from an organization without ECOSOC accreditation

Major Groups and other Stakeholders whose organizations are NOT accredited by ECOSOC or on the CSD roster can register through their Major Group or other Stakeholders constituency. Each MGoS will receive 50 additional passes for the HLPF to enable representatives of non-accredited organizations to join. Here the procedure in this case:

1. Create an Indico account at <https://reg.unog.ch/>
Please see the quick guide for instructions on how to create your account in Indico [here](#).
DESA recently hosted a webinar on INDICO. The recording can be viewed [here](#).
The PDF of the slide presentation can be found [here](#).
2. Register through the designated umbrella organization of your Major Groups or other Stakeholders constituency **by 15 June 2018**. For the participating organizations of the Civil Society FfD Group, the umbrella organization is the Society for International Development (SID). Please contact [Angela Zarro](#) to request additional information on how to register.

As an expert speaker

Representatives of Major Groups and other Stakeholders are invited to nominate **practitioners** and **eminent experts** to contribute to the various thematic round table discussions to be organized during the first five days of the HLPF session. Please note that self-nominations will not be accepted. More information on the nature of the nominations can be found in the form.

The nominations will be reviewed by UN DESA in consultation with the Steering Group of the MGoS HLPF Coordination Mechanism and presented for final selection to the President of the Economic and Social Council, taking into account equitable geographical distribution, gender, age, constituency and issue-based balance.

Nomination link: <http://bit.ly/2Hd2Ax5>

Deadline: Sunday, 13 May 2018

2. How can I get funding to attend the HLPF?

UN DESA-OISC, with thanks to a generous grant from the European Commission, will be funding a number of representatives of Major Groups and Other Stakeholders from developing VNR countries to participate in the 2018 HLPF. The selection will be done by OISC in collaboration with the MGoS HLPF Coordination Mechanism Steering Group. The selected colleagues will receive funding to support airplane tickets, two days of daily subsistence allowances and terminal expenses during the HLPF. They will be responsible for arranging their own accommodation during the Forum.

Participating organizations of the Civil Society FfD Group who wish to apply for funding from the UN to attend the 2018 High Level Political Forum must complete both of the following steps by 22 May 2018.

1. Apply through UN DESA-OISC

Requirements for nomination for funded participation in the 2018 HLPF

- 1) Nominee must have registered and be accredited to attend the 2018 HLPF (<https://bitly.com/HLPF2018>)
- 2) Nominee must possess a valid passport, be based in and directly engaging in processes related to the voluntary national review of one of the developing countries presenting this year:
Bahamas, Benin, Bhutan, Cabo Verde, Colombia, Dominican Republic, Ecuador, Egypt, Guinea, Jamaica, Kiribati, Lao PDR, Lebanon, Mali, Mexico, Namibia, Niger, Paraguay, Republic of Congo, Senegal, Sri Lanka, State of Palestine, Sudan, Togo, Uruguay, Viet Nam
- 3) Nominee must demonstrate her/his active role in processes related to the participation of stakeholders in the implementation and follow up of the 2030 Agenda.
- 4) Nominee must be able to make all necessary visa arrangements (including transit visa, where applicable) to enter the United States. The United Nations is not able to assist with passports or visas;
- 5) Nominee must commit to engage in preparatory work and to follow all the tasks as established in the Terms of Reference for this funding:
 - a. Agree to undertake consultations at the national level prior to the HLPF.
 - b. Agree to actively participate in the HLPF preparatory work of the Major Groups and other Stakeholders, especially on actions related to the engagement with VNR countries.
 - c. Commit to report back to stakeholders at national level after the HLPF.

Official application form: <https://bit.ly/2jpGP2Z>

Deadline: 22 May 2018

2. Inform the Civil Society FfD Group of your application.

If you are a participating organization of the Civil Society FfD Group who is applying for travel funding through UN DESA according to step #1 above, please note that you must inform the Civil Society FfD Group if you would like to be considered as one of the Group's official nominees.

Each constituency of the Major Groups and other Stakeholders, including the Civil Society FfD Group, will have two official nominees from among the applicants for funding. Being an official nominee will increase your chances of receiving funding from UN DESA. Please note however that applying through the Civil Society FfD Group does not guarantee you funding, as there will be many applications for only a few slots and we do not control the final decision. UN DESA handles the grant for travel funding and makes the final decision on who will receive it.

To inform the Civil Society FfD Group of your application, please send an email to Angela Zarro, at the Society for International Development, by [clicking here](#). All applications will then be reviewed by the Addis Ababa CSO Coordinating Group. Deadline: **22 May 2018**

3. How can I be part of the Major Groups and other Stakeholders' participation at the HLPF?

1. Join the Major Groups and other Stakeholders Coordination Mechanism (MGoS CM).

Membership of the MGoS CM is open to all representatives of the Major Groups and other Stakeholders active in sustainable development. The CM works to ensure broad, open, transparent and inclusive participation in the HLPF; ensure that the rights of access and inclusive participation of MGoS in the HLPF are protected and upheld as mandated by 67/290 and potentially expanded; and facilitate the coordination among, and promote the participation of, all stakeholders that are involved in the HLPF process and want to contribute to it, including organizations and groups that are not part of the CM, to ensure the broadest participation possible. The MGoS CM is active in the following task groups (TG) for the 2018 HLPF:

a. Advocacy Task Group

Pre-HLPF:

- Work towards shared priorities & perhaps messaging for HLPF amongst (groups of) MGoS - for both SDGs under review and cross-cutting/systemic topics
- Ministerial Declaration – develop plan for monitoring and engagement, including facilitation of engagement in the actual negotiations
- Keep SG and CM informed of opportunities to engage
- Identify opportunities for capacity-building as necessary for groups new to HLPF scene (e.g. webinars, advocacy toolkit, etc.)
- Work closely with other TGs to ensure complementary strategies
- Facilitate engagement in the Blog series on the HLPF website and explore other communication strategies to increase visibility of key messages from (groups of) MGoS
- Pay attention to and collect information on issues that may have an impact on the review in 2019 of resolution 67/290 on the HLPF
- Organize MGoS Press Conference

At HLPF:

- Track government discussions, advocacy opportunities, etc.
- Manage MGoS Press Conference and any applicable collective messaging

b. MGoS Collective Events Task Group

- Organize the MGoS pre-HLPF meeting, to take place on July 8th
- Organize the MGoS Roundtable official session (roundtable with MS) during the HLPF
- Organize a collective MGoS side event during the HLPF, to be co-hosted with UN DESA

c. VNR Engagement and Q&A Task Group

Pre-HLPF: Defining a process that allows for remote as well as in person participation in drafting the VNR statements:

- Development of a template that can be shared to collect inputs
- Development of principles/guidance on how to draft the statements, criteria to select speakers, rules on delivering on behalf of... (ensuring that remote interventions are as well considered)

- Liaising with UN Secretariat on the process (e.g. parallel VNRs, questions in advance, number of questions, securing at least one question from MGoS, etc.)
- development of a sign up for SG members to support VNR drafting groups during HLPF
- development of a survey/assessment of what MGoS members think /rate VNR process post-HLPF

At HLPF:

- Organize and facilitate drafting teams for VNR Sessions
- Support speaking arrangements for each of the VNR sessions

Information on how to join each TG is regularly communicated via the MGoS CM email list and the monthly meeting!

If you have not already, sign up to join the MGoS Coordination Mechanism by filling in the form [here](#)

2. Join one of the HLPF Task Team of the Civil Society FfD Group

The Civil Society FfD Group has now established a Task Team that can facilitate its preparations for the HLPF 2018, including the preparations of its interventions, side event, and other advocacy initiatives. While participation is open to any interested organization, those physically attending HLPF are particularly encouraged to join. To enroll in the Task Team, please fill the following form [here](#)